

Manager's Console

Add a New User

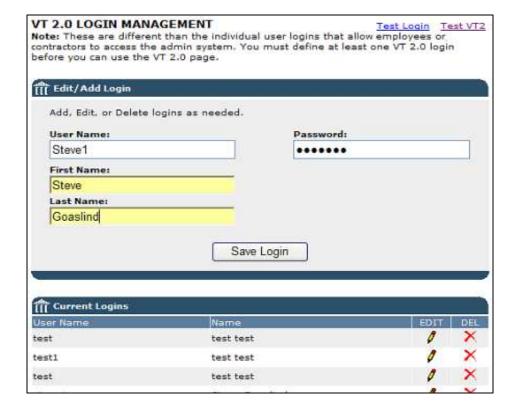
- Login into <u>www.anytimepayments.com</u> with your manager user name and password.
- 2. When you first login you will notice a brief summary that is happening with your account. If there are any 'Warnings' please ignore them. They are for bank use and you do not need to be concerned with them.
- 3. From the home screen, select the **View/Edit Settings** option from the menu on the left.



4. Select option number 8 for **Edit User Logins**.

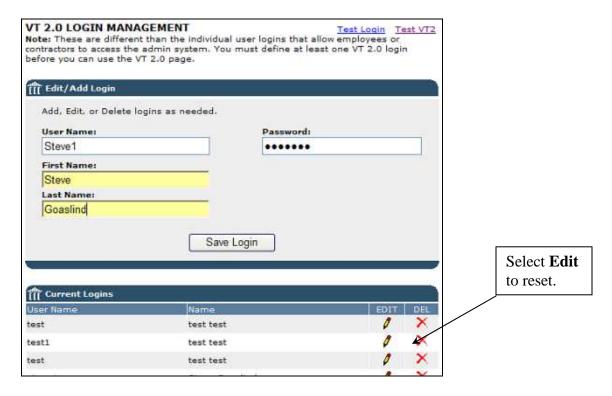


5. Have the new employee create and enter a user name and password. This will be used to login to process a transaction. They will NOT be able to use this to view reports or add new users. Click on **Save Login** to add and save. The login username and password have no specified length and do not require a number although adding at least one number to the password is recommended.

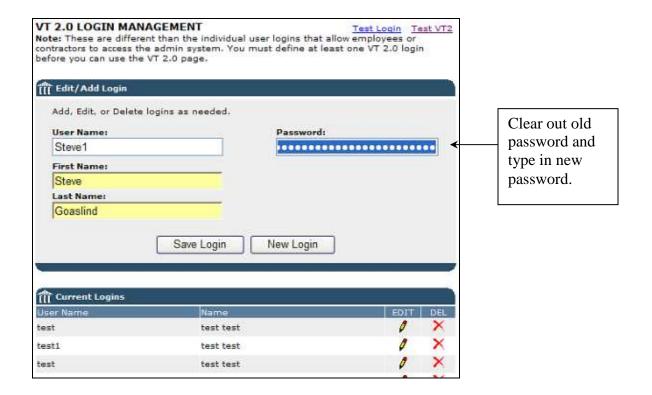


Reset a User's Password

1. Go to the **View/Edit Settings** menu and select number 8 as if you were adding a new user. Scroll down to the bottom of the page and select **Edit** next to the user that you need to reset.



2. Clear out the dots that are in the password field and retype new password in this field. Select **Save Login**. The password change is immediate.



View Transaction Summary and Batch Reports

1. Login to www.anytimepayments.com. Select **Advanced Reports** from the list on the left.



2. The date will default on today's date. To view a different day, change the date at the top and select **Update**.



- 3. Scroll through your list of reports to select the appropriate report. Below is a list of the ONLY reports you will need to worry about.
 - a. Report 101 Will show all payments that were approved and declined.
 - b. Report 105 Show credit card payments by date.
 - c. Report 119 Lists credits issued back to the card.
 - d. Report 122 Lists transactions by user name.

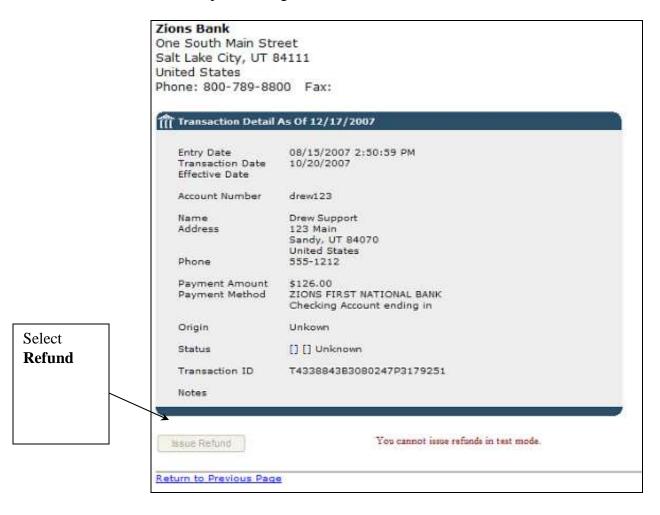
Refund/Void a Transaction

1. To void a transaction or refund a card, follow the steps above to access an **Advanced Report**. When the report comes up, select the item number on the left side of the transaction.

Select
the
item
number
that
you
need to
either
Void or
Refund

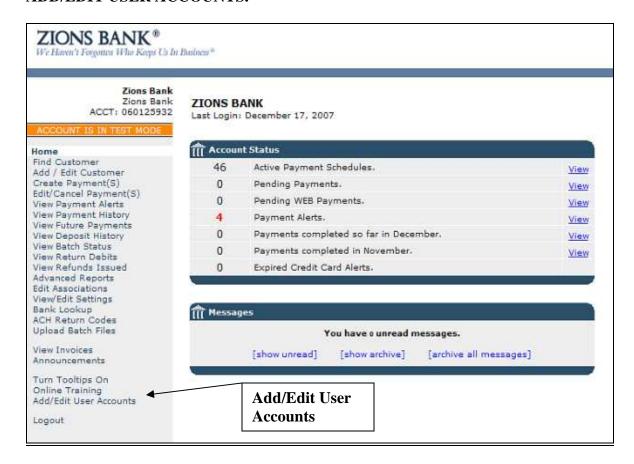
| Modern PaymentsAll Transactions Zions Bank Date Range: 10/17/2007 to 12/17/2007 | | | | | |
|---|------------------|-------------------|--------------|--------------------|--------|
| tm Typ | Date | Amount N | Account | Name | Status |
| 1 ACH | 10/20/07 | \$126.00 | drew123 | Support, Drew | Future |
| 2 ACH | 10/22/07 | \$200.00 | sam123 | Bank, Sam | Future |
| 3 ACH | 10/23/07 | \$3.00 | 12345 | Joe, Stephanie | Future |
| 4 ACH | 10/28/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 5 CC | 11/01/07 | \$51.00 | chamber123 | Chamber, Stephanie | Future |
| 5 ACH | 11/05/07 | \$500.00 | patient123 | Patient, Rhett | Future |
| Z ACH | 11/05/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 8 ACH | 11/10/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 9 ACH | 11/13/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 10 ACH | 11/14/07 | \$1,000.00 | sam123 | Bank, Sam | Future |
| 11 ACH | 11/16/07 | \$101.00 | jewish123 | Test, Casey | Future |
| 12 CC | 11/19/07 | \$1,000.00 | | Farmer, Lanell | Future |
| 13 CC | 11/19/07 | \$1,500.00 | Steven123 | Patient, Steven | Future |
| 14 ACH | 11/20/07 | \$126.00 | drew123 | Support, Drew | Future |
| 15 ACH | 11/20/07 | \$1,717.00 | 12345 | Joe, Stephanie | Future |
| 16 ACH | 11/22/07 | \$200.00 | sam123 | Bank, Sam | Future |
| 17 ACH | 11/28/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 18 CC | 12/01/07 | \$51.00 | chamber123 | Chamber, Stephanie | Future |
| 19 ACH | 12/05/07 | \$500.00 | patient123 | Patient, Rhett | Future |
| 20 ACH | 12/05/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 21 ACH | 12/10/07 | \$100.00 | sam123 | Bank, Sam | Future |
| 22 ACH | 12/16/07 | \$57.98 | jewish123 | Test, Casey | Future |
| al | | \$7,832.98 | 35 | 31 85 | |
| ort 101v1 | printed from Mod | ernPayments.Com 1 | 2/17/2007 11 | -58 | |

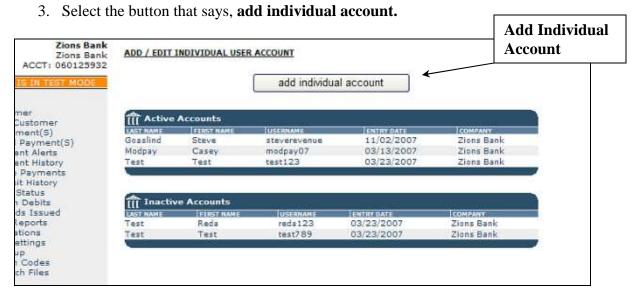
2. Because it takes 72 hours to issue a **Void, it is best to issue a Refund.** You can refund up to the original dollar amount that was run.



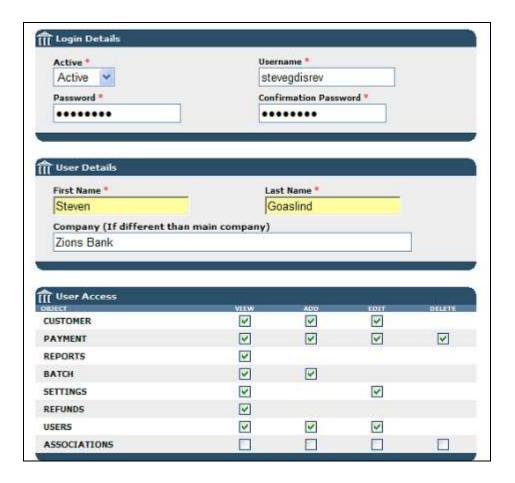
Adding a New Management Login

- 1. To create a login for a new manager, log in under your management login or under the main admin login assigned from Zions Bank.
- 2. On the main screen, select the option on the left side of the screen that says, **ADD/EDIT USER ACCOUNTS.**





4. The first thing you need to do is have the new manager enter a user name and password. The user name needs to be different from the login to process transactions. It should also contain disrev, juvrev, distrust, or juvrust at the end (i.e. stevedisrev) to determine which site you are logging in to look at. The password will need to at least 6 characters long and must include at least 1 number. This password will change every 90 days.



5. After you have entered user name and password and your first and last name, the next box will ask you to determine the user access. The default is to have none of the boxes are checked, you will need to check every box except for the last line that says, **Associations.** This will give the new manager access to create new logins (both manager and user), view the batch reports, process void's or refund's, and alter and information pertaining to the users. To save the new login select the button at the bottom of the screen that says, **Create Account.**

